

Solano Community College District <u>Information Technology Request Form</u>

NOTE: This form must be submitted to purchasing along with the Requisition

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Originator:	Date:
Laptop Computer	Desktop Computer Printer
Software	Other
Brief Description:	
	Budget Code
	FUND ORG ACCOUNT PROGRAM
Budget Manager:	Date:
(Signa	ture or Printed Name required recommending approval)
	orm to Helpdesk for Technology Review.
Email must be from the	First Level Manager for proper processing.
	<u>Technology Review</u>
Managara Taglang lagur Cunna	mt. Deter
Manager rechnology Suppo	rt: Date: (Signature)
	Purchasing Information
Requisition	on #: PO #: